



# VACANCY ANNOUNCEMENT

FY17-L04

*Issued by the JAS Human Resources Office - Tri-Missions, Brussels*

The Executive Office of the U.S. Embassy in Luxembourg is seeking eligible and qualified applicants for the position of

## PROTOCOL ASSISTANT

**Open to:** All Interested Candidates / All Sources

Click [here](#) to see the list of definitions

**Position:** Protocol Assistant FSN-7/FP-07\*  
\* grade level FP-07 to be confirmed by Washington

**Opening Date:** May 25, 2017

**Closing Date:** June 15, 2017

**Work Hours:** Full-time

**Salary Range:** Ordinarily resident (OR): FSN-7 - EURO 4,203 – 6,599 gross/month  
Not-Ordinarily resident (NOR): FP-07\* - USD 35,718 – 61,926 gross/p.a.

\*Final grade/step for NORs will be determined by Washington

**NOTE : ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

### BASIC FUNCTION OF POSITION

The position serves as the Embassy's Protocol Officer; responsible for managing representational events hosted by the Ambassador, Deputy Chief of Mission, and other sections as required. Provides protocol liaison with the Grand Ducal Court, Government of Luxembourg officials, diplomatic corps and other contacts as required. Responsible for providing translation service to the Executive Office when needed. Maintains the Embassy's database of contacts (eContacts).

### QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

#### **Protocol Duties**

As the Protocol Assistant to the Ambassador, Deputy Chief of Mission, and other Embassy sections, the incumbent is responsible for managing all aspects related to official functions to include: drafting and sending invitations, managing responses, printing required menus and place cards, and coordinating with the Chief of Mission Residence Manager on logistical matters. Is the primary contact with Government of Luxembourg officials for scheduling matters. Responsible for drafting diplomatic notes and ensures prompt delivery of notes. Reviews all incoming invitations (English, French, Luxembourgish, and German), advises

the Executive Office and responds to invitations. Manages the Embassy's gratuities program. Provides guidance all protocol matters (e.g. precedence, general etiquette and accepted social attire in compliance with local and State Department guidance).

- 1. EDUCATION:** Completion of secondary school required.
- 2. EXPERIENCE:** Two years of experience as protocol assistant, personal assistant, events manager, or office manager or two years of experience in hospitality management or public relations.
- 3. LANGUAGE:** Level IV (fluency) in speaking/reading/writing English and French. Level II Luxembourgish.
- 4. SKILLS AND ABILITIES:** Proficiency with computers and software. Be able to draft correspondence in excellent French and English, with accurate spelling, grammar and punctuation. Expert tact, diplomacy, and discretion are required in dealing with top-level offices of the GOL and diplomats accredited to the European Union.
- 5. JOB KNOWLEDGE:** Complete familiarity with matters of protocol and precedence. Familiarity with Luxembourg institutions and personalities.

## **SELECTION PROCESS**

When qualified, applicants who are U.S. citizen Eligible Family Members (USEFMs) are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

Hiring Preference Order:

- (1) U.S. Citizen Eligible Family Member (AEFM) who is also a preference-eligible U.S. Veteran
- (2) U.S. Citizen Eligible Family Member (AEFM)
- (3) Foreign Service Officer on Leave Without Pay

## **ADDITIONAL SELECTION CRITERIA**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Sensitive but Unclassified (SBU) security clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

## **HOW TO APPLY:**

Applicants must submit the following documents to be considered:

### **PREFERRED OPTION:**

Form DS-174 – Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member - can be downloaded from the website; **or**

### **TO BE USED ONLY IF FORM DS-174 IS NOT ACCESSIBLE**

A current resume or curriculum vitae (CV) with the dates of employment (month/year of start and end dates), work schedule (including average hours per week for part-time or intermittent work), and detailed descriptions of duties, responsibilities, and accomplishments for each prior position; or

combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**

A combination of both; i.e. Sections 1 -24 of the Form DS-174 along with a current resume or CV;

**PLEASE BE AWARE THAT YOU MAY BE ASKED TO COMPLETE THE DS-174 AT ANY STAGE DURING THE HIRING PROCESS.**

#### **PLUS**

Candidates who claim US Veterans preference must submit written documentation confirming eligibility (e.g. Member Copy 4 of form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

Family members may apply for vacant positions 90 days prior to their arrival at post (counting from the closing date of the vacancy) provided that they are in possession of travel orders. A copy of the travel orders must be included in the application package.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above must be included in the application package.

#### **WHERE TO APPLY:**

<http://belgium.usembassy.gov/jobs.html>

#### **CLOSING DATE OF THIS POSITION: June 15, 2017**

The three U.S. Missions in Belgium provide Equal Opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve Equal Employment Opportunity (EEO) in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.